



# CHAPMAN RADIO

## Chapman Radio Workshop Syllabus

COMM 108/308 Spring 2016

Irvine Lecture Hall, Wednesdays 10pm

Studio - Henley Underground

### Michael Stanziale

General Manager

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M,W,F 2-4 Doti 210

**Course Description:** Chapman Radio is a workshop that all DJs will need to attend in order to broadcast with the station. The workshop will focus on instruction related to on air performance, planning and promoting your show, technical aspects of operating studio equipment, and the radio industry.

**Objective:** To develop on air talent who can produce their own radio broadcasts with fluidity and style, interact with their listeners, and market their weekly show.

**Class Schedule (subject to change) – see <http://chapmanradio.com/calendar>**

2/3	<b>Apply for a Show</b>	3/30	Chapman Radio History
2/10	<b>Schedule and Broadcast Training</b>	4/6	<b>Guest Speaker</b>
2/17	Syllabus/Assignment Overviews	4/13	Midterm Review (Class Only)
2/24	Flow & Transitions/Sweepers	4/20	Midterm (Class Only)
3/2	<b>Ramp Jam</b>	4/27	Connecting With Listeners
3/9	Interviews/Promotions	5/4	Musical Jeopardy
3/16	Activity Point Workshop (Class only)	5/11	<b>Show Awards &amp; Final Due</b>
3/23	<b>Spring Break - No Class</b>		

**\*Bolded dates require attendance from ALL CLUB MEMBERS**

**Registration & Application Deadlines:**

Chapman Radio Workshop can be taken twice for two credits as COM 108 & 308. You must sign up on WebAdvisor, or have an add slip signed by Professor Bartosh during his office hours to be in the class. In order to reserve a show on Chapman Radio, whether class or club, your application must be submitted and FINALIZED at [chapmanradio.com/apply](http://chapmanradio.com/apply) by **Sunday, February 7th** at 11:59pm. NO EXCEPTIONS!

**REMEMBER:** Chapman Radio is meant to be fun, but it is also a serious commitment to be treated like any other class, even if you are in the club. It is a valuable opportunity for those serious about broadcasting. Please take this workshop and the staff who lead it seriously so we can have the most fun!

**Club Requirements (Returning DJs):**

1. Attend specific meetings on Wednesday at 10pm
2. Attend your weekly show

**Club Requirements (New DJs):**

1. Attend ALL weekly meetings on Wednesday at 10pm
2. Attend your biweekly show

**Class Requirements:**

1. Attend ALL weekly meetings on Wednesday at 10pm
2. Attend your weekly or biweekly show
3. Complete All Activity Points Needed
4. Midterm
5. Final

**Grading Criteria (Class Only):**

The Chapman Radio Workshop Course is a Pass/No Pass course.

In order to receive a passing grade, you must complete each of the following categories

Midterm - Pass/Fail: Must score **70%** or above to pass

Final Show - Must be completed and turned in on time, late submissions will not be accepted. Details TBA.

**Final Show submission due by 11:59pm on Thursday, May 19<sup>th</sup>.**

Activity Points - Earn at least 5 - See Below

Attendance - Must not miss more than four classes or shows, even if some are excused

Strikes - Must not receive three strikes

**Activity Points:** 5 points required for class, no more than 2 per category

**IMPORTANT: Remember to include your FULL NAME with each assignment submission. Also, all DJs must send an individual email for credit, even if your show is shared!!!**

- Social Media Page: Online promotion is KEY to increasing listenership. Staff can also use it to further promote your show on our page. Send a link of the page to [academics@chapmanradio.com](mailto:academics@chapmanradio.com). All Social Media Pages are **due by February 24<sup>th</sup>** in order to receive credit. **On April 20<sup>th</sup>**, if your Social Media Page has been regularly updated with **10 or more** posts promoting your program and/or Chapman Radio events, **you will receive an additional activity point.**
- Event Participation: Contact [events@chapmanradio.com](mailto:events@chapmanradio.com) to sign up to volunteer at a Chapman Radio event **when we announce events that are open for participation.** Activity point dependent on Events confirming that you signed up and properly participated.
- Blog Post: Submit an album review, concert review, or music editorial to [music@chapmanradio.com](mailto:music@chapmanradio.com) to have your writing featured on our very own Chapman Radio blog! Activity points dependent on your piece being of appropriate content and quality.
- Sweepers: Create your own custom sweeper to play on your show. There are a number of free programs with which to do this (PC users: try Audacity; Mac users: try GarageBand). Sweepers will be discussed in the class. Simply email your finished audio file (.mp3, .wav, etc) to [academics@chapmanradio.com](mailto:academics@chapmanradio.com).
- Workout Playlists: Create a 1-4 hour workout playlist with all your favorite music. If we like it, you may hear it playing in Chapman's Fitness Center one day!

Restrictions: **NO** explicit language and playlist should be turned in on a flash drive or CD.

**EXTRA CREDIT OPPORTUNITY:** You will have the opportunity to make up **one activity point, due by 11:59 PM on Thursday, May 19<sup>th</sup>.**

**Submit a piece of content for Crossfader Magazine.**

I run and edit a culture website you can find at <http://www.xfdrmag.net/>. If you submit a piece of content and like our Facebook page I'll give you an activity point :) **Your piece does not have to make it onto the site for you to receive the activity point.**

**By submitting an application to broadcast, you acknowledge that you are bound by the terms of this syllabus. Violation of any above terms will result in the appropriate consequences.**

#### **Guests:**

We encourage on air guests, whether they be music artists, book authors, professors, or friends. Guests **MUST** be confirmed with Attendance Manager at [attendance@chapmanradio.com](mailto:attendance@chapmanradio.com) before you begin broadcasting (other Chapman Radio DJ's do not need to be approved). You are responsible for their activity in the station and that what they say on air is in accordance with our policies.

**Live Mixing:**

Interested in LIVE Mixing for us at our many on campus events? Send your 30-minute mixes to Austin Gingold at [events@chapmanradio.com](mailto:events@chapmanradio.com)

**Panther Sports on Chapman Radio:**

Chapman Radio hosts a sports crew that covers many panther sports games with live, play-by-play commentary. Our commentators are committed to creating a professional on-air broadcast complete with half-time coach interviews and a pre-game report, which is why Panther Sports continues to be on the station's most popular aspects. Interested in becoming a play-by-play announcer? Contact us at [panthersports@chapmanradio.com](mailto:panthersports@chapmanradio.com)

**Contact Us:**

General Inquiries: Sabina Kashi (Communications Manager) - [comm@chapmanradio.com](mailto:comm@chapmanradio.com)

Academics & Grades: Thomas Seraydarian (Academics Manager) - [academics@chapmanradio.com](mailto:academics@chapmanradio.com)

Attendance & Guests: Megan Mandel (Attendance Manager) - [attendance@chapmanradio.com](mailto:attendance@chapmanradio.com)

Show Scheduling: Stephanie Caress (Program Manager) - [pm@chapmanradio.com](mailto:pm@chapmanradio.com)

Station Request Line - Phone & Text Message Number **714-805-7020** Memorize it!!

**Absences:**

An excused absence must be cleared by the Attendance Manager.

You must email [attendance@chapmanradio.com](mailto:attendance@chapmanradio.com) at least 12 hours before your show will air, and at least 15 minutes before a workshop meeting.

**3 Strikes Policy:**

Strike 1 - Official Notice

Strike 2 - Account Suspension, you can still broadcast after acknowledging warning on site

Strike 3 - Show Cancellation/Class Failure

**How to receive a strike:**

One unexcused absence from your radio show

One unexcused absence from a required Workshop

Three tardies to your Radio Show

Any swearing or inappropriate content on air, or violation of any policy

**Program Learning Outcomes:**

1. Understanding core theories, principles, and concepts of mass, interpersonal, organizational, and/or intercultural communication and rhetoric.
2. Awareness of how individual differences and group/cultural membership influence interactions.
3. Reinforce comprehension of audio techniques and how to apply them to creative communication productions.
4. Demonstrate oral communication skills and confidence and to enhance musical appreciation and understanding through broadcast workshops.

**Course Learning Outcomes:**

The student should be able to:

1. Discover how an internet radio station can have global reach while being an enjoyable and educational experience.
2. Use the information and skills obtained from the Workshop aspect of the course in order to obtain work in the radio field, if so desired.
3. Help create marketing campaigns, including materials and events that assist the radio station achieve its educational and corporate goals.

**Student Learning Outcomes:**

The student should be able to:

1. Be competent in the technical aspects of how a radio station functions.
2. Discuss the history of radio and its place in the worldwide media landscape.
3. Obtain interpersonal and organizational communication skills to function within a creative setting.

**Chapman University's Students with Disabilities Policy:**

In compliance with ADA guidelines, students who have any condition, either permanent or temporary, that might affect their ability to perform in this class are encouraged to contact the Office of Disability Services. If you will need to utilize your approved accommodations in this class, please follow the proper notification procedure for informing your professor(s). This notification process must occur more than a week before any accommodation can be utilized. Please contact Disability Services at (714) 516-4520 or ([www.chapman.edu/students/student-health-services/disability-services](http://www.chapman.edu/students/student-health-services/disability-services)) if you have questions regarding this procedure, or for information and to make an appointment to discuss and/or request potential accommodations based on documentation of your disability. Once formal approval of your need for an accommodation has been granted, you are encouraged to talk with your professor(s) about your accommodation options. The granting of any accommodation will not be retroactive and cannot jeopardize the academic standards or integrity of the course.

**Equity and Diversity:**

Chapman University is committed to ensuring equality and valuing diversity. Students and professors are reminded to show respect at all times as outlined in Chapman's Harassment and Discrimination Policy (<http://bit.ly/1b3o8e9>). Any violations of this policy should be discussed with the professor, the Dean of Students and/or otherwise reported in accordance with this policy.

**Statement on Academic Integrity:**

You should be familiar with the academic integrity policies at Chapman University as stated in the Undergraduate Catalog. As a reminder, all work in this course must be your own, and appropriate citations must be used in all written assignments. Plagiarism and cheating are serious offenses, and will be treated as such. Please see me if you have any questions about academic integrity guidelines. You can also consult the following web page, provided by Leatherby Library, for more information on plagiarism (<http://www1.chapman.edu/library/plagiarism/>).

**Computer and Network Acceptable Use Policy:**

The University's computing and network systems and services, "Chapnet", are a University-owned resource and business tool to be used only by authorized persons for educational purposes and to carry out the legitimate business of the University. Individual Chapnet user accounts are created and removed according to the guidelines stated in the Chapnet Account Policies document. Please consult the following web page for the full policy (<http://bit.ly/1nVieyy>)

**Chapman's Copyright Policy and DMCA Document:**

In accordance with the Digital Millennium Copyright Act (aka DMCA), Public Law 105-304 Chapman University has a designated agent to receive notification of alleged copyright infringement occurring on Web pages or computer servers in the chapman.edu domain. Familiarize yourself with Chapman's policy and the DMCA document on the University's website (<http://bit.ly/1fJ0SRI>)